

AUDIT/FINANCE/PURCHASING COMMITTEE
February 15, 2016

Present: Fred Curtin - Chad Michel - Aaron Allen - Jack Pearce - Mike McClure

Absent: None

Others present: Paul Schmitz, Betty Asmussen, Kellie Hamell, Bruce Engeling, Owen Lasswell, and Jan Bland.

The Finance Committee met on Monday, February 15, 2016 at 6:30 p.m. in the County Board Meeting Room, second floor Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address various agenda items and any other matters properly brought before the committee. Attendance was taken and Finance Chairman Curtin noted a quorum. There was no public comment.

A motion was made by Mike McClure and seconded by Aaron Allen to approve the claims as submitted for February. The motion carried.

Treasurer Betty Asmussen presented resolution R2016 TR 002 for approval to sell parcel number 17-13-26-HI-117 in the amount of \$695.00 with the County receiving \$250.00. A motion was made by Chad Michel and seconded by Jack Pearce to assign the Tax Sale Certificate to Jeanette L. Booker in the amount of \$695.00. The motion carried.

Treasurer Asmussen reported:

- There are new finance reports from the new software program. They are basically the same as the previous reports and the Committee should know that due to the conversion of payroll software and the various circumstances surrounding that portion of balancing, these reports would likely change.
- The County has received all of the reimbursement money for the States Attorney, Public Defender and the Assessor through December which was back due.

Chairman Paul Schmitz commented that Rich Hooper was pleased with the process for the first audit.

Aaron Allen commented that a couple of people had complained to him about the music on the square. Chairman Schmitz explained that we would forward the individual's name to Ed Downs for review.

A motion was made by Jack Pearce and seconded by Mike McClure to adjourn. The motion carried.

Respectfully submitted,

Fred Curtin
Finance Committee Chairman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
March 10, 2016

Present: Laura Wilkinson, Chairwoman Teresa Swiney
 Ashley Linton Phil Schneider
Absent: Tim Carlson
Others present: Paul Schmitz, Mike Havera, Owen Lasswell and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Thursday, March 10, 2016 at 6:30 p.m. in the County Board Meeting Room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address any agenda items, any personnel issues, policies, and any other matters properly brought before the Committee. Roll call was taken and Chairwomen Wilkinson noted a quorum. There were no public comments.

In 2011 the County adopted resolution R2011 CC001 not to participate in the collection of a \$5 fee for any traffic, misdemeanor, municipal ordinance, or conservation case with a guilty or supervision judgement. At the request of the States Attorney, the Circuit Clerk and Judge Paisley, the Board was asked to rescind the original resolution in order to allow the assessment of the \$5 electronic citation fee. The arresting agency will be the recipient of 40% of that fee and the County will receive 60%. A motion was made by Tim Carlson and seconded by Phil Schneider to recommend to the full Board the adoption of the proposed resolution rescinding R2011 CC 001 which will now require and make mandatory the assessment of a \$5 electronic citation fee to be paid by any defendant in any traffic, misdemeanor, municipal ordinance, or conservation case upon a judgement of guilty or a grant of supervision pursuant to 705 ILCS 105/27.3e and dispense with the reading. The motion carried.

Chairman Schmitz read a letter from Jeff Durbin of CTI stating the status of the County's cyber security systems and policies and at this time no further changes will be pursued.

In February, United Counties Council of Illinois [UCCI] held a seminar on *Parliamentary Procedures and Budgets in Difficult Times*. A review sheet of how counties are governed and when to use ordinances, resolutions and rules was summarized as presented at that seminar and distributed to the Committee. It was shared with the Committee that each county could determine certain procedures for the Public Comment portion of the meeting. Some options were presented and discussed. Anyone having suggestions should call the Chairman's office or attend the next Executive committee meeting when discussion will continue.

It was reported that dates for the Fair Labor Standards exempt status changes and the Affordable Care Act Cadillac Tax have been extended for compliance. They are 1/1/2017 for the FSLA and the Cadillac Tax from 2018 to 2020. Both legislative changes could be issues for the County.

With the election in November, any salary increase or benefits for an elected position must be determined 180 days prior to them taking office [12/1/2016]. Those positions up for election this year of which the County Board can determine are county board members, county board chairman, coroner and circuit clerk. The State determines the states attorney's salary and the

circuit clerk can be changed during any budget year. The Committee has requested to have a joint meeting with the Finance Committee to discuss these positions.

ANNOUNCEMENTS

- Illinois Association of County Board Members is offering to County Board members, department heads and HR departments to attend a training session in Springfield for an overview and better understanding of “THE CURRENT LAWS AND BEST PRACTICES IN EIGHT CRITICAL AREAS OF HUMAN RESOURCES RESPONSIBILITY”. There is no fee.
- The exceptional leadership program offered by UCCI and the University of Illinois deadline is approaching, April 1. This five session academy is offered at no charge to elected office holders and county board members. Laura and Paul highly recommend it to any member.

A motion was made by Teresa Swiney and seconded by Phil Schneider to adjourn. The motion carried.

Respectfully submitted,

Laura Wilkinson,
Executive/Personnel Chairwoman

AUDIT/FINANCE/PURCHASING COMMITTEE
and
EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
April 14, 2016

Present: Fred Curtin Ashley Linton
Aaron Allen Tim Carlson
Mike McClure Phil Schneider Teresa Swiney

Jack Pearce Chad Michel Laura Wilkinson,
Absent: None absent

Others present: Paul Schmitz, Andy Goodall, Micki Ehrharnt, Bruce Engeling, Amy Winans, Rich Hooper, Adam Mathis, Betty Asmussen, Laurie Mense, Mike Havera, Donna Hibbetts, Mike Fraiser and Jan Bland.

During this payroll period, a negative balance would have been created due to the untimeliness of State reimbursements to the counties for 911 monies. As a recap, prior to January all landline surcharge monies were sent to the County. Now those funds are to be funneled through the State. Secondly, most of the monies due from past months have not been distributed to counties; these are the wireless surcharge funds. Without any regular distribution of surcharge money to the counties, we continue to run short and never know when to expect the checks. This will most likely be the norm for several months until the 911 fund gets built back up. Betty Asmussen received a proposal from a local bank to open a line of credit with a 1% interest on money used. The County has a CD at that bank which would be used as collateral for the \$100,000 line of credit. As the funding arrives from the State, the line would be paid back and the credit used again as needed until the 911 fund gets built back up. It was anticipated that this would provide the necessary coverage for approximately three months. A motion was made by Chad Michel and seconded by Mike McClure to authorize Treasurer Betty Asmussen and Board Chairman Paul Schmitz to obtain the line of credit for \$100,000 to cover 911 expenses, secured by a County CD, with no dock fee or early payoff fee and at an interest rate of 1%.
The motion carried with all ayes.

Rich Hooper and Adam Mathias attended to report on the 2015 Audit. Initial comments were that for a first audit things went very well and departments were most helpful and cooperative. Some of the issues in preparing the audit to reflect 2015 FY had to do with timing issues of reimbursements. He also noted that about 90% of costs are mandated services. Other compliance issues include new pension costs. In the General Fund (GF) cash decreased \$379,000 and over all funds was \$552,000. There was \$405,000 more in expenses and less revenue. It was noted that the inclusion of pension liability is new requirement to audit reporting this year. Christian County currently participates in pension plans for IMRF, SLEP and ECO. Audits were distributed to the members.

A motion was made by Aaron Allen and seconded by Mike McClure to approve the claims as submitted for April. The motion carried.

There was a lengthy discussion on if and how much of salary change should be made for the position of Coroner (4 year term), County Board members who will be elected or re-elected in November (4 year term) and the position of County Board Chairman (2 year

term not the member's term of office). The Circuit Clerk can be discussed at budget time (the only elected position with this exception).

Comparisons and discussion topics:

- the positions of Sheriff, County Clerk, Treasurer and Assessor were frozen for a four year term through 11/30/2017.

- Comparisons from other counties were submitted on face values from a survey.
- Raises were given to both non-bargaining and AFSCME employees this year based on an average salary.
- Job duties, number of calls and increasing responsibilities were explained by Amy Winans.
- A question was raised regarding whether increases should be based upon years of service, education and experience?

With a proposed \$700,000 deficit this year the discussion was difficult, but it was agreed that elected office holders have a lot of work, responsibilities, and long hours, and should have their pay increased and that all of the employees at the County should be able to have good raises-they are worth it. However, considering all things, that is a hard decision to make.

Ashley Linton suggested change in the County Board members: a reduction or elimination in either salary or per diem.

A proposed motion was suggested by Fred Curtin and the motion was made by Laura Wilkinson and seconded by Mike McClure to

- increase the salary of the position of Coroner by 1.5% each of the four years (12/1/16, 12/1/17, 12/1/18, 12/1/19 and include health insurance benefits paid by the County using the same standard as other elected office holders which mirror non-bargaining employees and shall provide the same life insurance policy as the same.
- Freeze the salary and per diem of the County Board members and Board Chairman position's salary.

The motion carried 7 to 3 with a voice vote.

Jack Pearce offered suggestions for the "Public Comments" guidelines of which will be discussed at a future committee meeting.

Jan Bland reported that department heads of whom the proposed FLSA exempt employee changes will affect any of their staff attended a meeting earlier in the week. Job descriptions for those are being developed for legal review in June.

A motion was made by Jack Pearce and seconded by Phil Schneider to adjourn. The motion carried.

Respectfully submitted,

Fred Curtin
Finance Committee Chairman

Laura Wilkinson
Executive, Personnel Chairman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

June 13, 2016

Present: Laura Wilkinson, Chairwoman
 Teresa Swiney Tim Carlson
 Ashley Linton Phil Schneider

Absent: none

Others present: Paul Schmitz, Joe Stepping, Mike Havera, Mickie Ehrhardt, Bruce Engeling, Laurie Mense, Tom Wall, Mike Frazier and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Monday, June 13, 2016 at 6:30 p.m. in the County Board Meeting Room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address any agenda items, any personnel issues, policies, and any other matters properly brought before the Committee. Roll call was taken and Chairwomen Wilkinson noted a quorum. No one made request for a public comment.

Joe Stepping, Solid Waste Director/Inspector presented to the Committee an intergovernmental delegation agreement between the Illinois EPA and Christian County. He explained that in the past there were two documents with similar content. Now the grant application and delegation of inspection, investigation, and enforcement authority is combined with funding as awarded previously through the grant. Some language has changed, but the biggest concern is the funding award-now a 50% reimbursement. Stepping noted that although last year the County was awarded up to a 70% reimbursement of services/expenses, no money has been received to date due to the lack of a State budget. States Attorney Mike Havera noted that if we do not approve there is no enforcement authority nor funding available. A motion was made by Teresa Swiney and seconded by Ashley Linton to recommend to the full Board the approval of the Intergovernmental Delegation Agreement between the Illinois EPA and Christian County after full review of the same by the State's Attorney. The motion carried.

County Clerk Laurie Mense presented to the Committee the list of proposed election judges during the next two year period. She explained that the process begins when the precinct committeemen submit names of persons to be considered for the election judge appointment to their respective political party chairman, who in turn submits the names to the County Clerk. County Clerk Mense commented that this is a draft list as the parties are both searching for more election judges. The process continues after the County Board approves the lists, a Circuit Judge certifies that the listed names are officers of the court for election purposes. Prior to the full Board meeting, Clerk Mense will submit a revised list for the Board members to see. A motion was made by Phil Schneider and seconded by Tim Carlson to recommend to the full board to adopt the submitted list and forward to the circuit court to certify both the republican and democrat slated election judges. The motion carried. The lists will be on file in the Offices of the County Clerk and the Circuit Clerk.

In January of 2016, the Board passed an intergovernmental agreement with Shelby County for the consolidation for our county to provide 911 services for them. Mickie Ehrhardt, 911 Director had submitted the information for grant funding for the two Counties. The initial agreement needed to include specifics as to how the joint ESTB Board would be determined. All other

language had no changes. Included in the new agreement/ordinance would be the inclusion of those details as item #2-A and B.

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Executive/Personnel
June 13, 2016

- A motion was made by Phil Schneider and seconded by Ashley Linton to rescind the January ordinance O2016 CB 001 of the Shelby/Christian Joint Agreement. The motion carried.
- A motion was made by Teresa Swiney and seconded by Tim Carlson to recommend to the full Board to approve the changes and adopt ordinance O2016 CB 005 (replacing O2016 CB 001). The motion carried.

Both Mickie Ehrhardt and Bruce Engeling discussed with the committee that a proposal from Macon County is being considered. Through a private benefactor, the proposal consists of an all-inclusive dispatch center for sheriff, police and 911 systems. Both Shelby and Christian counties as well as five other local counties are currently included. As the discussions and information are in the early stages, the ordinance for the 911 grant should proceed in case Shelby or Christian does not participate in the centralized dispatch center.

This proposal of a centralized dispatch center would be housed in Macon County using the newest high tech equipment for the dispatchers and the participating law enforcement vehicles. The facility would be purchased and maintained by private funding while utilizing the 911 funds from the respective participating counties. Three boards will govern the program: 1-a user board; 2-an ESTB (similar to the current board membership); 3-an executive board made up of sheriffs. All boards are to have equal voices. This will be a self-sustaining system. The decision by the counties is expected to be required by the end of July and to break ground this summer/fall. The other counties being considered to participate aside from Shelby and Christian are DeWitt, Moultrie, Douglas, Macon and Piatt.

Sheriff Kettelkamp, Mickie Ehrhardt, and Bruce Engeling have been in attendance listening to the proposal and the proposed dollars to be saved. They are still working on the actual savings for this county. The following are points to consider that may leave the County no choice but to participate.

- Since January when the designated 911 funds have been funneled through the State for distribution, the county receives about \$1,000-2,000 less monthly.
- If Shelby County participates, there is less money to run our 911 dispatch center.
- The current budgets of 911 and sheriff dispatch share expenses that if we maintain one dispatch, that cost sharing loss could exceed \$100,000 to the general fund.
- We still have certain other duties the dispatchers currently do that would need to be filled with a second and third shift.
- This system would also take the place of the Sheriff's dispatchers. Christian County has nine people that would be affected if Christian County decides to go with the new dispatch center. However, they would all be eligible to apply.

More details and numbers should be available for the finance committee this month.

There will be more information next month regarding the public comments policy as well as the exempt employee status, so those items will be put back on the agenda.

Chairman Schmitz informed the committee that a request had been made for a registration/permit for the selling for fireworks. Past history, no ordinances had been found for which the County had required a permit for the sale of fireworks. Just today, the State Fire Marshal's office called asking if we approved the sale or disapproved the sale of "approved consumer fireworks" because someone from our County wanted to get registered with the State. The representative continued to explain that we indeed needed to have an ordinance declaring the decision. Due to the timing of the request and the County's meeting schedule, he would acknowledge a temporary decision for this one applicant. After some favorable discussion and review of the approved and prohibited consumer fireworks list, and some input from the State's Attorney on the topic, the Committee requested that it be added to the agenda for the full Board meeting so that a decision could be made regarding this one specific request for this year, and whether or not the County Board would be favorable toward the development of an ordinance for future requests. It was noted that it will take time to develop an ordinance either with or without provisions, such as zoning, background checks, and the cost of the permit.

A motion was made by Phil Schneider and seconded by Tim Carlson to adjourn. The motion carried.

Respectfully submitted,

Laura Wilkinson, Executive/Personnel Chairwoman
Read by Phil Schneider

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

July 12, 2016

Present: Laura Wilkinson, Chairwoman
Tim Carlson Phil Schneider
Absent: Teresa Swiney and Ashley Linton
Others present: Paul Schmitz, Mike Havera, Tom Wall, and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Tuesday, July 12, 2016 at 6:30 p.m. in the County Board Meeting Room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address any agenda items, any personnel issues, policies, and any other matters properly brought before the Committee. Roll call was taken and Chairwomen Wilkinson noted a quorum. No one made request for a public comment.

Developed from comments from the committee, a proposal was reviewed for implementing a protocol for addressing "Public Comments" during an open meeting. It is as follows:

- Prior to the meeting, if an individual wishes to be on the agenda, notice shall be given to the Board Chairman five (5) working days prior to the committee meeting.
- If an individual wishes to speak under "public comments", he shall notify the committee chairman or Board Chairman prior to the start of that meeting. The comment topic and the names of those who speak shall be recorded in the minutes.
- After roll call of the meeting, the public comments portion will be addressed if it is a topic not on the agenda. If it is related to an agenda item, the public comment shall be recognized during the discussion of that topic.
- A speaker will be required to state their name and their topic.
- The time limit designated for each individual to speak
 - Each speaker will be given a maximum of five (5) minutes to speak. If there is a question of clarification from a Board member, another three (3) minutes will be given to respond. Additional time may be allowed as determined by the committee chairman or the Board chairman. If the speaker is in attendance for an agenda item, he will be recognized for their public comments at the time the topic is being discussed. The opportunity to comment will be prior to a vote on the topic.
- Provisions of response by the County Board members.
 - Committee/Board members shall listen to the public comment during the meeting
 - a Board member may ask a question to clarify any statement/statements and continue discussion on the topic
 - a Board member may ask a question to clarify issue, but offer no opinions and refer the issue to the appropriate committee for further discussion.

A motion was made by Tim Carlson and seconded by Phil Schneider to recommend approval of the proposed "Public Comments" policy to the full Board and include the policy with the County Board Rules of Order. The motion carried.

Brought back to the table for discussion was the question of whether to develop an ordinance for the sale of fireworks and the display of fireworks. Several members commented that the display of fireworks at South Fork Dirt Riders was a positive event for the community. It was held the weekend after the 4th of July. They had the appropriate inspection and a licensed pyro tech. The committee was in favor of

developing ordinances for both requests. The State's Attorney will be working on developing the same in the upcoming months.

Last year the Department of Labor had proposed increasing the salary and revising the duties test for the exempt status employee. In May 2016 the final regulations were announced increasing the annual salary for exempt employees from \$23,660 to \$47,476. The duties test did not change. This change under the Fair Labor Standards Act now will require previous exempt employees [exempt from paying overtime] to be paid overtime. The exempt personnel for the County are department heads (management) and mid-management non-bargaining employees. The employer must either increase their salaries to the minimum salary of \$47,476 or reclassify them as non-exempt employees who are eligible for overtime. Their duties as supervisor or administrative will not change, only the way their current salary is paid and the possibility of earning comp time.

The current salary wages are based on a 35 hour week. Most management and mid-management employees work 40 hours a week anyway, but when in exempt status, they were not eligible for overtime. After meeting with the department heads whose employees would no longer be exempt without the salary increase [an increase ranging from \$3,500 to \$12,500 per person] and the other department heads who it would not affect, a proposal was developed to state all management and mid-management work weeks will be based upon a 40-hour week. The policy spells out the qualifications of an exempt employee by the duties test and salary test; reiterates the current department head benefit accrual; and details any policy change that may apply to this newly titled group of non-exempt employees. There are provisions available to the department head to work with their employees to do the work on the schedule that best suits their department. All overtime will have to be pre-approved by the elected official or department head. As a public employer, overtime can be converted to comp time and provided for use in lieu of pay. There is also a payout provision at the end of the fiscal year for limited comp time hours similar to other hourly employees. There was a question as to payment of comp time that will be clarified. A motion was made by Phil Schneider and seconded by Tim Carlson to recommend the 40 hour week concept for management and mid-management [this does not change the hours of open for business] and refer the proposal to the Finance Committee as well as clarifying the comp time pay. The motion carried.

A motion was made to adjourn by Laura Wilkinson and seconded by Phil Schneider. The motion carried.

Respectfully submitted,

Laura Wilkinson,
Executive/Personnel Chairwoman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

August 9, 2016

Present: Laura Wilkinson, Chairwoman
 Tim Carlson Phil Schneider
 Teresa Swiney Ashley Linton
Others present: Paul Schmitz, Julie Mayer, Micki Ernhardt, and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Tuesday, August 9, 2016 at 6:30 p.m. in the County Board Meeting Room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address any agenda items, any personnel issues, policies, and any other matters properly brought before the Committee. Roll call was taken and Chairwomen Wilkinson noted a quorum. No one made request for a public comment.

A draft ordinance was presented to the Committee by Micki Ernhardt to dissolve the current Emergency Telephone Systems Board, also known as the 911 Board. The purpose of dissolving the original ordinance dated March 9, 1993 is required in order for the creation of the joint ETSB with Shelby County. The intergovernmental agreement between the two counties was revised in June outlining the positions for each county to appoint their board members. The proposed appointments for Christian County are assigned staggered years and are recommended as follows:

Public Member-1 year—Andy Goodall, Taylorville Asst. Fire Chief
Public Safety-1 year—Korey Bailey, Stonington Fire
Public Safety-2 year—Dave Herpstreith, Taylorville Police Chief
Elected Official-thru term, 11/30/2018—Bruce Kettlekamp
County Board rep-two year term—11/30/2016—Jack Pearce

The new JETSB board will become effective after the ordinance has been passed by both county boards and approved by the State 911 Board (on or before August 31st). Several questions were asked about the covered area and abilities of the systems to add other counties. Micki explained that this procedure would be repeated if another county was added to our responsibilities and more equipment would be needed. With the technology always advancing, the State now has data that can be used to forward calls to specific entities. After review of the draft ordinance, and some suggested revisions, a motion was made by Teresa Swiney and seconded by Tim Carlson to recommend to the full Board the adoption of the revised draft ordinance O2016 CB 007 to dissolve the current Christian County ETSB and to create the newly formed joint board JETSB with Shelby County. The motion carried.

Last month the Committee approved and forwarded to the Finance Committee a proposal to address the necessary changes to the mid-management employees who are currently considered exempt employees, however, whose salaries will not meet the new minimum salary of \$47,476 as of December 1, 2016. This classification consists of five employees. At that time the benefit time accrual had not been addressed. The committee reviewed and discussed the vacation hours that the mid-management accrue monthly and how or if the hours earned in 2016 should be converted to a 40 hour/week rate of accrual. The elected officials who have employees in this group were asked for their opinion as well as the labor attorney. Laurie Mense submitted a letter to the Committee and Julie Mayer attended and discussed her opinion. Both Julie and Laurie

felt the obligation to be fair to these employees and to make some sort of conversion of vacation time. Chairman Schmitz noted that Betty Asmussen and the attorney thought it would be the cleanest to start on December 1st. However, it was noted that the December 1st option would not be fair for the five employees. The committee then reviewed the “to date accrual hours” of the employees affected, to better understand how the vacation time is earned: monthly accruals based on years of service in a rolling 24 month period. Any time earned in 2016 is for 2017.

The Committee weighed the options:

- 1) Begin the higher rate of earning on 12/1/2016 when the hourly rate change begins.
- 2) Convert the earned time based on a 35 hour/week rate to the 40 hour/week rate. This would be earned in 2016.

A motion was made by Teresa Swiney and seconded by Laura Wilkinson to convert unused accrued vacation time in the calendar year 2016 to the 40 hour/week rate as of 11/30/2016 for those employees who will have their status changed from exempt to non-exempt on 12/1/2016 due to the Fair Labor Standards Act. The motion carried with all eyes. There is no immediate pay out with this conversion unless an employee leaves employment and then would be paid for unused vacation. There will be no change in sick time, and personal time will be awarded on January 1st as eight hour days.

Chairwomen Wilkinson reported on a recent conference held by United County Councils of Illinois. The big topic was the new provisions for County Board requirements and reporting to maintain IMRF service time. There was no discussion. Information will be distributed to the committee for review in the near future.

A motion was made by Teresa Swiney and seconded by Tim Carlson to adjourn. The motion carried.

Respectfully submitted,

Laura Wilkinson, Executive/Personnel Chairwoman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
September 7, 2016

Present: Laura Wilkinson, Chairwoman
 Tim Carlson Phil Schneider
 Teresa Swiney Ashley Linton

Others present: Paul Schmitz, Nancy Martin, Greg Seiders, Donna Hibbetts and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Tuesday, September 7, 2016 at 6:30 p.m. in the County Board Meeting Room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address any agenda items, any personnel issues, policies, and any other matters properly brought before the Committee. Roll call was taken and Chairwomen Wilkinson noted a quorum. No one made request for a public comment.

The 2017 Holiday Schedule was submitted for the annual approval. This year was a bit unique as in the past Christmas was the only holiday awarded. With the addition of Christmas Eve and in 2017 that holiday falling on a Sunday with a holiday on Monday, the observed date was a bit different. After consultation with AFSCME, the two holidays will appear as observed holidays. It should be noted that the holiday schedule is set for AFSCME and the non-bargaining employees. The use of holidays by the members of FOP are the actual holidays as they are a 24/7 operation. A motion was made by Phil Schneider and seconded by Tim Carlson to approve the 2017 Holiday Schedule as presented. The motion carried.

Nancy Martin, Health Department Administrator and Greg Seiders, Director of Environmental Health presented an amended ordinance which has minimal language changes and separates the fee schedule from the ordinance. In December, the changes were presented to the Health Board and were approved. The basic reasoning for the fee increases is to encourage the homeowner to utilize a professional for a septic tank installation. Most novice homeowners require more inspections and corrections to the private sewage system installations. This is very time consuming to the inspectors and in the long run can become more of a problem than an initial cost saving. The fee increase for a licensed private sewage contractor for residential installation is \$50 and the increase for the homeowner is from \$100 to \$300. A motion was made by Teresa Swiney and seconded by Ashley Linton to recommend to the full Board the proposed language amended ordinance O2004 CB 019-Private Sewage Disposal Systems including the fee schedule changes as presented pending the review of the States Attorney. The motion carried.

On August 26, 2016 the Governor signed PA 99-900 into law which alters the IMRF participation of all County Board members. This Senate Bill 2701 was sponsored by Senator Pamela Althoff and Representative Jack Franks and is effective immediately. Chairman Schmitz will contact both legislators asking why only county board members. [NOTE: this legislation only pertains to County Board members, not county employees or elected county office holders.]

The following is a summary of facts and options that will need action in the near future:

- Any CB member elected or appointed after 8/26/2016 is not eligible to ever participate in IMRF as after that date the position of CB member is not an IMRF position.
- The current CB members still in IMRF at the grandfathered 600 hour rule, may continue if:
 - The CB passes a resolution by February 2017 to continue their participation-declaring 600 hours is the rule and every two years after an election.
 - They would have to submit monthly timesheets validating their CB official government business as defined by IMRF.
 - If voted to pass the resolution, a CB member may opt out if they don't wish to submit timesheets or don't feel they can reach the 600 hours. They may opt out but still stay on the board.
- The current CB members still in IMRF at the grandfathered 600 hour rule will no longer be able to participate if the resolution is not passed by February 2017.
- If any CB member continues to participate they will submit the monthly timesheets to a designated person. This person does not police what is submitted; the fiscal officer is just to file and wait for an IMRF audit. Action required:-select or designate a person to be the county fiscal officer.
- In April of 2009, the CB voted by resolution that all positions including the CB were 1000 so CB members elected after that date were/are not eligible to participate.
- The County Board Chairman position is already designated as a 1000 IMRF position and would also require timesheets because it is a county board member position. Any CB member who was appointed or elected prior to 8/26/2016 would be able to participate in IMRF in this position. Any CB member elected or appointed after the date could hold the chairmanship, but not be allowed to participate in IMRF.

Members discussed the need and unknown cost to the county if we were to continue the grandfathered members. Some past history was shared with the members noting that in years past members actually spent much more time on board related work when there were 7-12 committees whereas now there are three standing committees and the meetings were much longer in duration. In April of 2009, the CB passed a resolution to declare Christian County a 1000 hour/year IMRF standard. From that point forward CB members were not eligible for IMRF benefits. A resolution will need to be passed prior to February as to the continuation of any members participation.. At this time, effective September 1st, the current 600 hour members will need to begin tracking their hours of CB business. In order to maintain those records as required in the Act, a person should be designated. A motion was made by Phil Schneider and seconded by Ashley Linton to designate the Chairman's Office the duty to collect and properly file the time sheets submitted for IMRF service credit. The motion carried.

Discussion will resume again as the provisions of the Act are interpreted and researched.

Jan Bland commented that many new employment laws have been passed recently and although we would comply, the policies will be submitted for inclusion in the employee handbook.

A motion was made by Phil Schneider and seconded by Tim Carlson to adjourn. The motion carried.

Respectfully submitted,

Laura Wilkinson, Executive/Personnel Chairwoman

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Executive/Personnel

CHRISTIAN COUNTY HOLIDAY SCHEDULE

YEAR 2017

New Year's Day	Monday, January 2-observed
Martin Luther King, Jr. Day	Monday, January 16
President's Day	Monday, February 20
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
Labor Day	Monday, September 4
Columbus Day	Monday, October 9
Veterans' Day	Friday, November 10-observed
Thanksgiving Day	Thursday, November 23
Day after Thanksgiving	Friday, November 24
Christmas Eve	Monday, December 25-observed
Christmas Day	Tuesday, December 26-observed

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE
October 17, 2016

Present: Laura Wilkinson, Chairwoman
 Tim Carlson Phil Schneider
 Teresa Swiney
Absent: Ashley Linton
Others present: Paul Schmitz, Mike Havera, and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Monday, October 17, 2016 at 6:00 p.m. in the County Board Meeting Room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address any agenda items, any personnel issues, policies, and any other matters properly brought before the Committee. Roll call was taken and Chairwomen Wilkinson noted a quorum. No one made request for a public comment.

In May of 2015, the County Board passed a resolution -R2015 SA 007 changing the set costs to pay jurors and the number of jurors for civil trials. Recently, as explained by States Attorney Mike Havera, the Supreme Court declared a six juror panel was unconstitutional. It is the recommendation to remove R2015 SA 00 from the books by rescinding resolution. A motion was made by Phil Schneider and seconded by Teresa Swiney to recommend to the full Board to rescind R2015 SA 007. The motion carried.

Chairman Schmitz, Laura Wilkinson, Donna Hibbetts and Jan Bland attended the fall UCCI seminar. The topics were

- A discussion and presentation by official of statewide education association- presented by Roger Eddy, Executive Director of Illinois Association of School Boards
- A discussion and presentation by local township and county officials –panel of Bryan E. Smith, Executive Director of Township Officials of Illinois and Mike Bigger, Former Chairman of Stark County Board and member of the Lieutenant Governor’s Local Government Consolidation and Unfunded Mandates Task Force.

Sample ordinances and policies were distributed for consideration for the next meeting concerning travel reimbursement rates.

A motion was made by Phil Schneider and seconded by Tim Carlson to adjourn. The motion carried.

Respectfully submitted,

Laura Wilkinson, Executive/Personnel Chairwoman

EXECUTIVE/PERSONNEL/LIQUOR COMMITTEE

November 7, 2016

Present: Laura Wilkinson, Chairwoman
Tim Carlson
Phil Schneider
Teresa Swiney
Absent: Ashley Linton
Others present: Paul Schmitz and Jan Bland.

The Executive, Personnel, and Liquor Committee met on Monday, November 7, 2016 at 6:30 p.m. in the County Board Meeting Room, second floor of the Christian County Courthouse, Taylorville, Illinois. The purpose of the meeting was to address any agenda items, any personnel issues, policies, and any other matters properly brought before the Committee. Roll call was taken and Chairwomen Wilkinson noted a quorum. No one made request for a public comment.

In July of 2016 Public Act 099-0604, known as Local Government Travel Expense Control Act requires by resolution or ordinance the regulation of the reimbursement of travel, meal, and lodging expenses of officers and employees. The County has had in place for many years a policy, reporting form and set rates for travel reimbursements. Department heads recently reviewed the policy and language added for compliance. The ordinance and policy was presented to the Committee with one change made defining a lunch reimbursement for a day conference. The policy and ordinance is attached.

The summary of the ordinance is:

- All reimbursements must be submitted on the travel voucher with appropriate documentation.
- The reimbursements must be within the established rates.
- If the reimbursements exceed the established rates for any employee or officer, the full County Board must vote by roll call to approve the maximum amount permitted.
- The County Board must by roll call vote approve any expense submitted by a county board member.
- No entertainment expenses are allowed.

A motion was made by Teresa Swiney and seconded by Tim Carlson to recommend and adopt the travel policy and ordinance O2016 CB 009 to the full County Board. The motion carried.

The Committee was informed of new employee leave policies set by the legislator of which the County would need to comply. Department heads have been informed of the Public Acts.

- The Child Bereavement Leave Act effective 7/29/2016. This leave can run in conjunction with FMLA and is an unpaid but excused leave with various provisions.
- The Employee Sick leave Act effective 1/1/2017, extends personal sick leave to be used for family members as well. The County employees already have provisions that mirror the Act. This is for the use of benefit time for family members.

After this election, the newly elected or re-elected officials will be sworn into their respective offices. The elected office holders [States Attorney, Coroner, Circuit Clerk, Supervisor of Assessments] will be sworn in on December 1st. The County Board members will hold their reorganizational meeting on Monday, December 5. A motion was made by Tim Carlson and seconded by Teresa Swiney to begin the meeting at 6:00 pm. The motion carried.

Tim Carlson asked to have the floor to thank Laura Wilkinson for her years of service [22 years on the board] and for working through all the business of the Executive/Personnel Committee as Chairperson. All agreed.

A motion was made by Phil Schneider and seconded by Teresa Swiney to adjourn. The motion carried.

Respectfully submitted,

Laura Wilkinson, Executive/Personnel Chairwoman